GRANTEE TRAINING
OLGA – DEOBLIGATION MODULE
OCTOBER 28, 2015

SET EMPLOYEES UP TO DEOBLIGATE FUNDING

Enter your USER ID and Password and you will see the following screen.
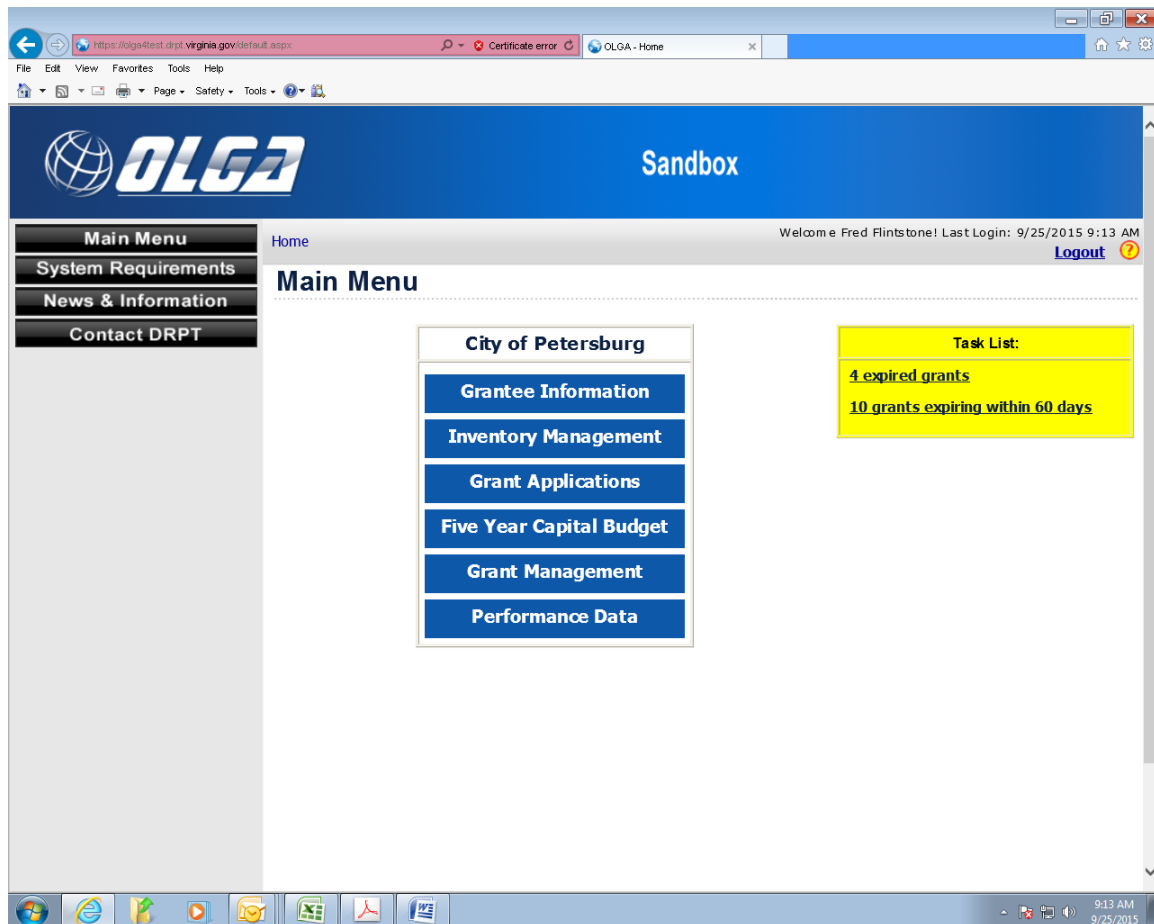
Select Grantee Information and you will see the following screen.
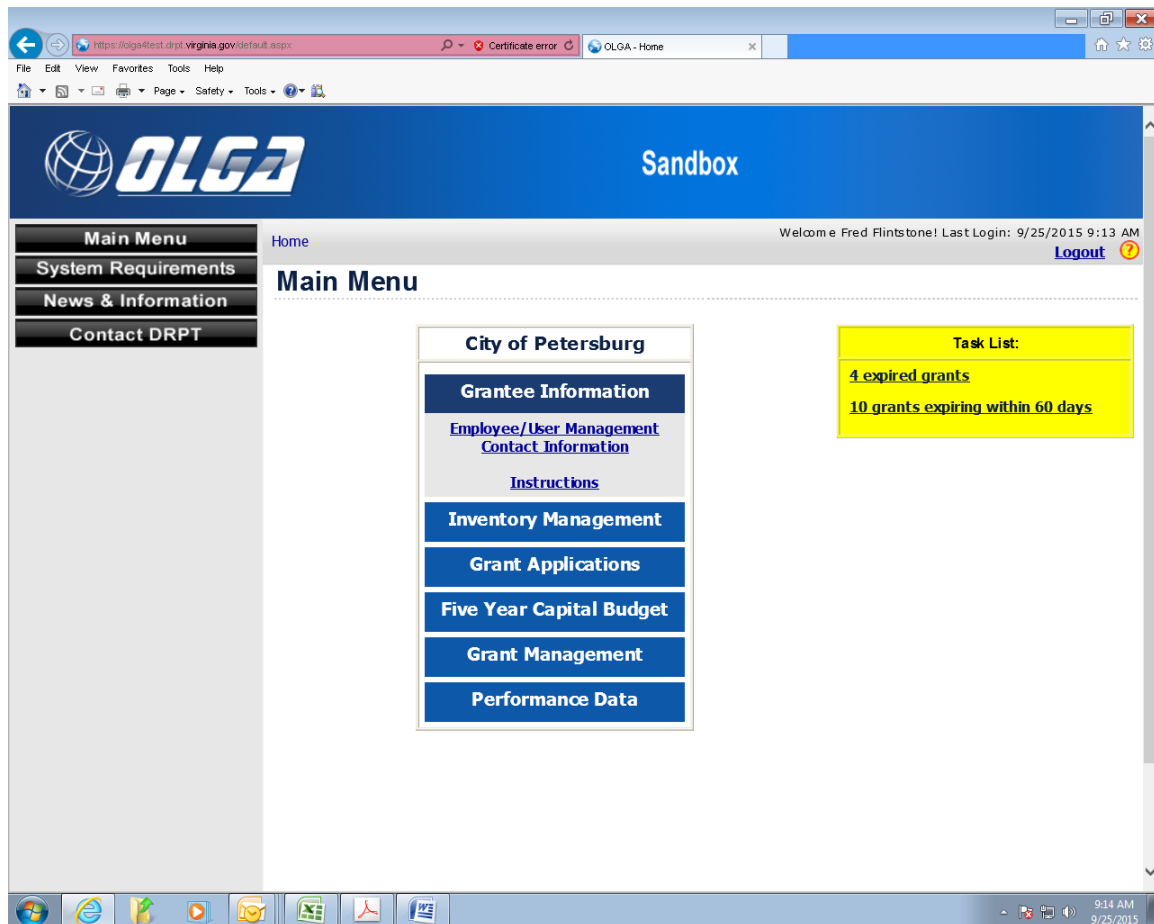
Select Employee/User Management and you will see the following screen.

Main Menu
System Requirements
News & Information
Contact DRPT

Grantee Information

Contact Information

Welcome Fred Flintstone! Last Login: 9/25/2015 9:13 AM
Logout

Home > Grantee Information > Employee/User Management

Employee List for City of Petersburg

Please list all key personnel in your organization below. At a minimum, this list should include your top executives, anyone who will serve as a point of contact with DRPT, and anyone who will be using the OLGA system.

OLGA User	Subsidiary	Last Name	First Name	Middle	Office Phone	Cell Phone	Fax	Email	Delete	Modify
👤		Lee	Debbie		(804) 733-2340			dlee@petersburg-va.org	🗑	📝
👤		Byrd	Queenie		(804) 733-2452	(804) 640-5556	(804) 733-2468	qbyrd@petersburg-va.org	🗑	📝
👤		Johnson	William	E	(804) 733-2301			wjohnson@petersburg-va.org	🗑	📝
		Rollins	Marvin		(804) 733-2452	(804) 640-5547		mrollins@petersburg-va.org	🗑	📝
		Rollins	Marvin		(804) 733-2452				🗑	📝
👤		Belton	Dironna	M	(804) 733-2461			dbelton@petersburg-va.org	🗑	📝
👤		Flintstone	Fred						🗑	📝
👤		Rubble	Barney						🗑	📝
👤		Flintstone	Wilma						🗑	📝

👤 - Organization Administrator
👤 - OLGA User

Add Employee

I am going to select the Modify button for Fred Flintstone to show you his authority and what is needed to process Deobligations.

- The "Approve and Submit Reimbursement Requests" checkbox gives the user the authority to approve Deobligations up to $1,499.
- The "Approve Deobligations of State Controlled Funds of $1,500 or more" gives the user the authority to approve all Deobligations.
- Since both boxes are checked Fred can deobligate any amount of funding.

Now, let's go back to the Main Menu and Deobligate funds when submitting a reimbursement request. See the Main Menu on the next page.

DEOBLIGATE FUNDS USING REIMBURSEMENT REQUEST
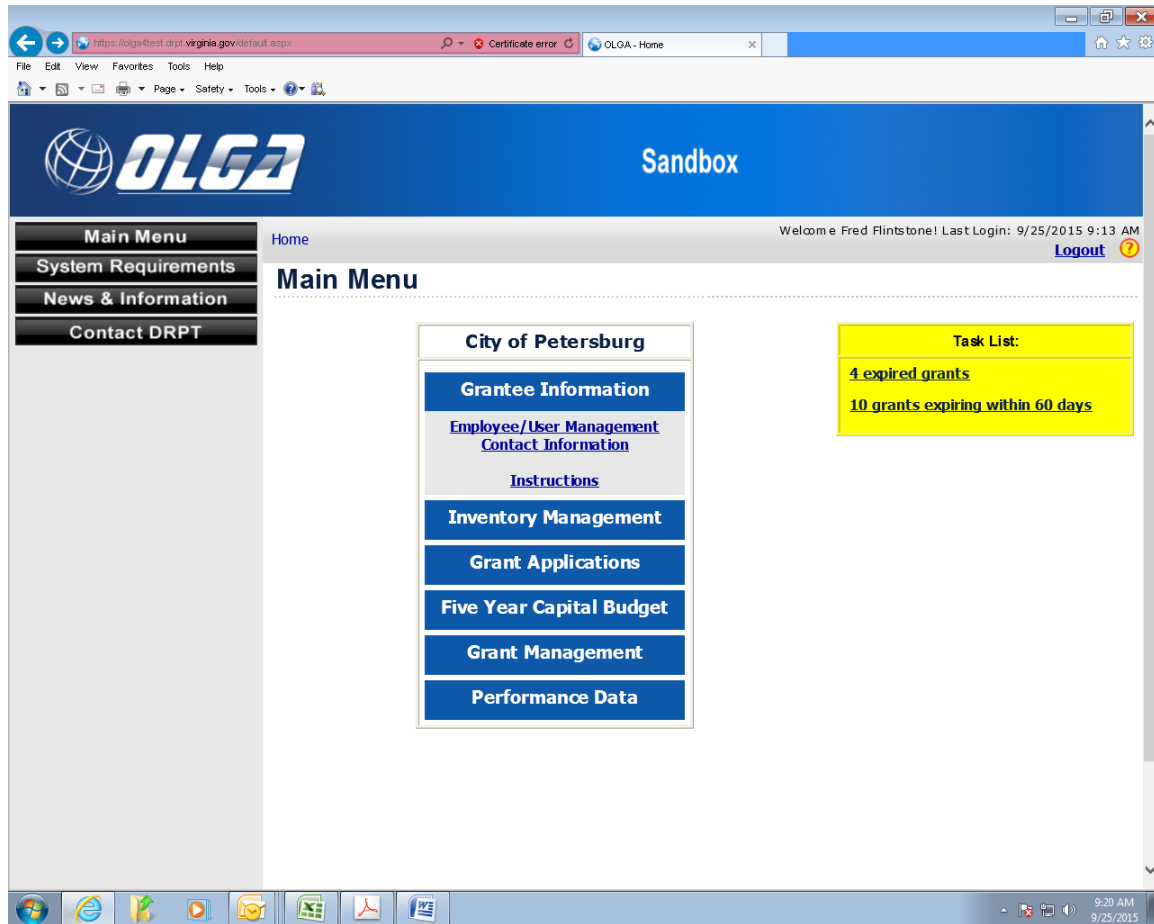
Select Grant Management and you will see the following screen.
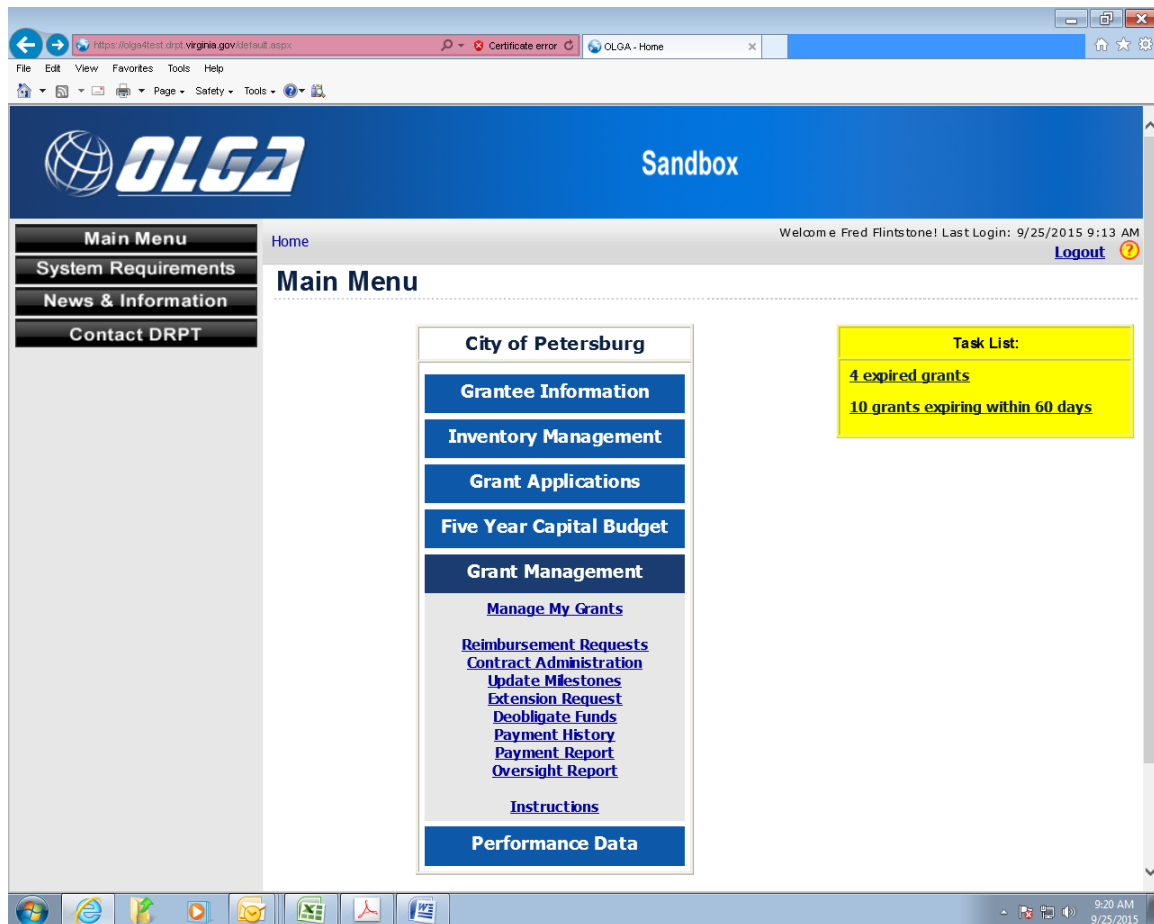
Select Reimbursement Requests and you will see the following screen.

Reimbursement Requests

Status of Reimbursement Requests

Submit Date	Number	Project	Amount	Status	View	Attach Count	Attach Add	Edit	Delete
Not Submitted	104570	73014-95 FY 2014 73014-95 - PAT FTA5307 FY 2014 - Purchase Shop Equipment	$2,071	Created on 02/03/2015	PDF	1	⬆	✎	🗑
Not Submitted	105069	73014-98 FY 2014 73014-98 - PAT FTA5307 FY 2014 - Bus Rehab/Renovation of Admin Building	$1,600	Created on 06/26/2015	PDF	1	⬆	✎	🗑
4/20/2015	105031	71414-04 FY 2014 71414-04 - TMP FY 2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project	$3,596	Submitted on 04/20/2015	PDF	1	⬆		
6/26/2015	105071	73014-98 FY 2014 73014-98 - PAT FTA5307 FY 2014 - Bus Rehab/Renovation of Admin Building	$1,650	Submitted on 06/26/2015	PDF	1	⬆		
6/26/2015	105072	73014-98 FY 2014 73014-98 - PAT FTA5307 FY 2014 - Bus Rehab/Renovation of Admin Building	$1,650	Approved on 06/26/2015	PDF	1	⬆		

New Reimbursement Request

Project: [▾]

Add New Request

Return

We are going to do a new Reimbursement Request so we will select the Project that we want to draw down funds from and select the Add New Request button. I selected Project 71414-04 which you will see on the next page.

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We are going to assume this is the final reimbursement on this project and that we want to deobligate the remaining funds after the final reimbursement request is deducted. Key in the total amount expended ($15,000) just like you normally would and you will see the following screen which shows you the remaining balance.

- This shows the $15,000 on the "Total Expended This Period" row. If this was just a normal Reimbursement request you would select the Save button and not select the Final Reimbursement Request check box.
- If you want to deobligate the remaining balance you must select the Final Reimbursement Request check box. Select this check box and you will see the following screen.

When you select the check box it tells you that you will be redirected to Deobligate the remaining balance after the Reimbursement Request is submitted. Select Save and you will see the following screen.
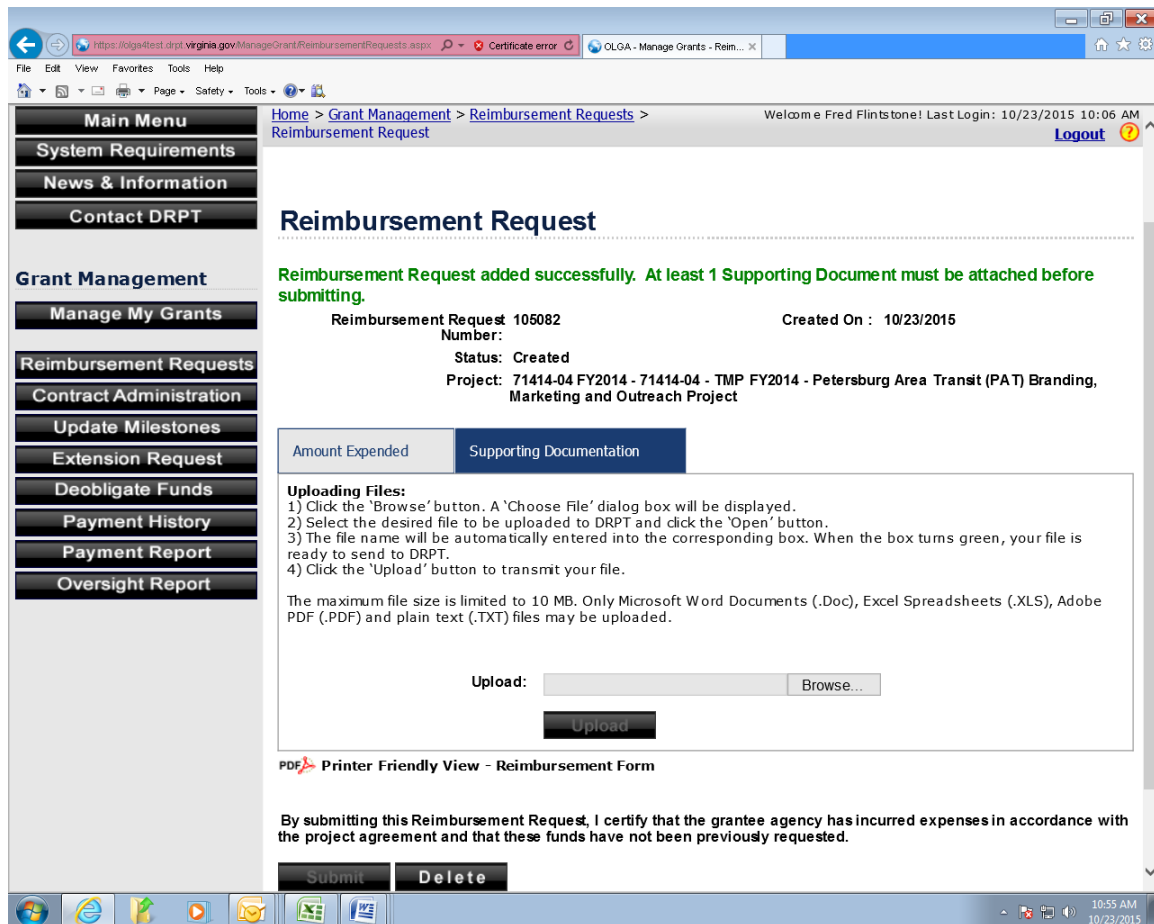
You must now attach supporting documentation just like you do for a normal reimbursement request. I attached a document and now you will see the following screen.

Select the Submit button and it will ask you if you want to Submit the Reimbursement Request. Select OK and you will be redirected to the Deobligation screen.

The total expended for this reimbursement request is moved up to the "Total Outstanding Requests" row. The total Deobligation amount is $17,646 which is the remaining balance of State funding. If there were Federal funds authorized by DRPT then the deobligation amount would include the federal funding as well. Select the Yes radio button and you will see the following screen.

A message pops up that says you approve the deobligation of all state controlled funds. Select the Submit button and select Ok when it asks you if you want to Submit the Deobligation Request and you will see the following screen.

You can see that the Deobligation Request for $17,646 shows a Status of Submitted.

- The DRPT Program Administrator can either Approve or Reject the request in DRPT's internal system. The status will change to Approved or Rejected in OLGA when that occurs.
- You cannot edit a Deobligation Request.
- If the Deobligation Request is rejected by the Program Administrator then you must submit a new one.
- A Deobligation Request that has been submitted or rejected can be deleted by selecting the trashcan next to the specific project.

- You can select the Deobligate Funds button to the left at any time to see the status of your deobligation requests.
- You can also select a begin and end date if you want the history on items you have deobligated over a certain time period and select the Refresh button.
- Finally, you can select the "Show All Projects" button and it will show you a list of all your deobligation requests.
- I am going to delete this Deobligation request so I can use it for the next example.

DEOBLIGATE FUNDS - NO REIMBURSEMENT REQUEST
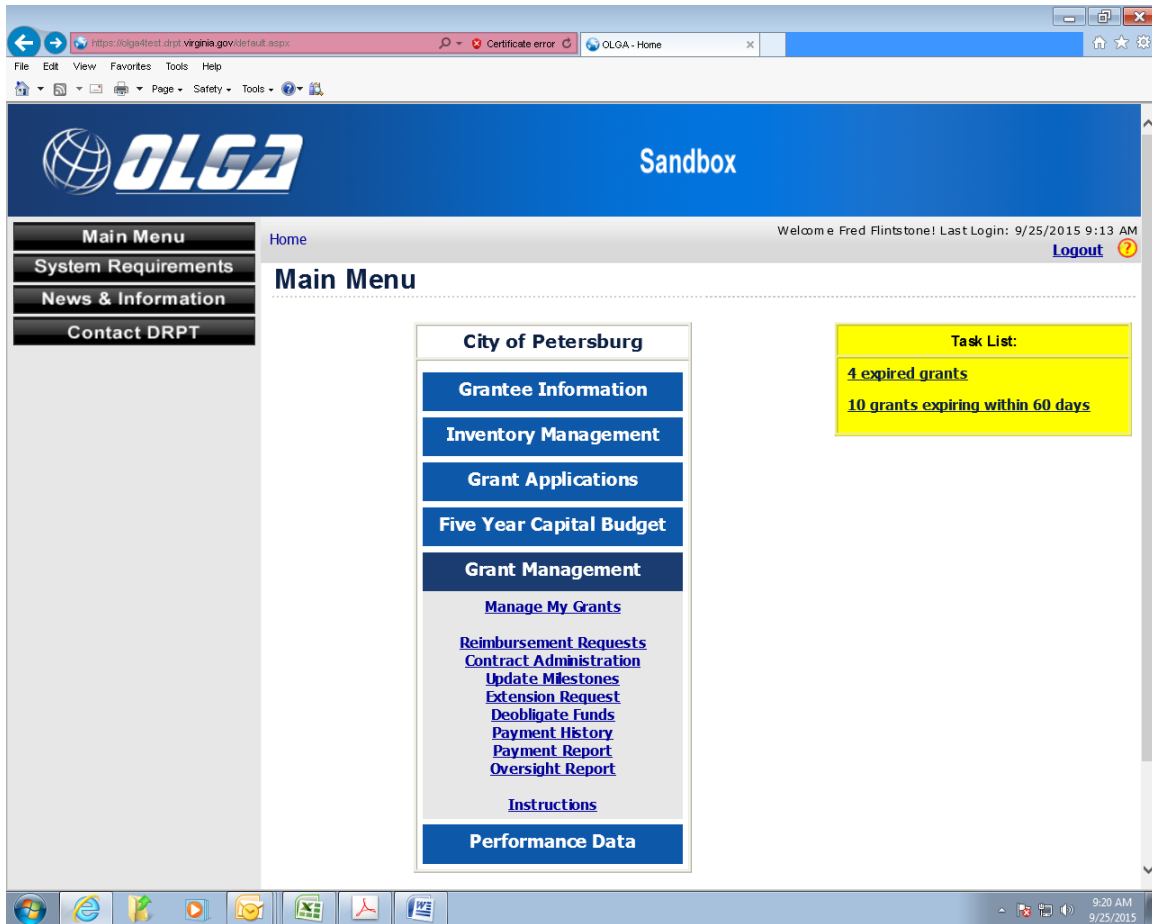
Select Deobligate Funds and you will see the following screen. This button is used when you ONLY need to deobligate funds.

Select the Project you are deobligating and select the Add New Request button. I have selected project 71414-14 as you can see on the following screen.

Deobligation Request

Project: 71414-04 - TMP FY2014 - Petersburg Area Transit (PAT) Branding, Marketing and Outreach Project

	Federal	State	Local	Total
	0.0%	80.0%	20.0%	100%
Total Contract Amount	$0	$68,000	$17,000	$85,000
Total Previous Payments	$0	$34,758	$8,690	$43,448
Total Outstanding Requests	$0	$15,596	$3,899	$19,495
Total Expended This Period	$0	$0	$0	$0
Balance Remaining	$0	$17,646	$4,412	$22,058

Total Deobligation Amount: $17,646

Do you want to Deobligate the Total Deobligation Amount?
○ Yes ● No

[Submit] [Cancel]

If you want to deobligate the remaining funds of $17,646 then select the Yes radio button and you will see the following screen.

A message pops up that says you approve the deobligation of all state controlled funds. Select the Submit button and select Ok when it asks you if you want to Submit the Deobligation Request and you will see the following screen.

- The DRPT Program Administrator can either Approve or Reject the request in DRPT's internal system. The status will change to Approved or Rejected in OLGA when that occurs.
- You cannot edit a Deobligation Request.
- If the Deobligation Request is rejected by the Program Administrator then you must submit a new one.
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- Finally, you can select the "Show All Projects" button and it will show you a list of all your deobligation reques

DEOBLIGATION REQUESTS SUBMITTED WITHOUT THE APPROPRIATE AUTHORITY

This employee has Reimbursement Request authority (authority to deobligate funds up to $1,499).

- When the Yes button is selected you get the above message that you do not have the authority to perform this transaction since it is greater than $1,499.
- However, OLGA will still allow you to submit the request. Select Yes and Submit and you will see the following screen.

If you submit a request and you do not have the appropriate authority several things will happen to help you determine how to properly deobligate the funds.

- An e-mail will be sent to the Organization's Master User.
- Your DRPT Program Administrator will be copied on the e-mail.
- Notice that there is a Resubmit button next to the transaction.
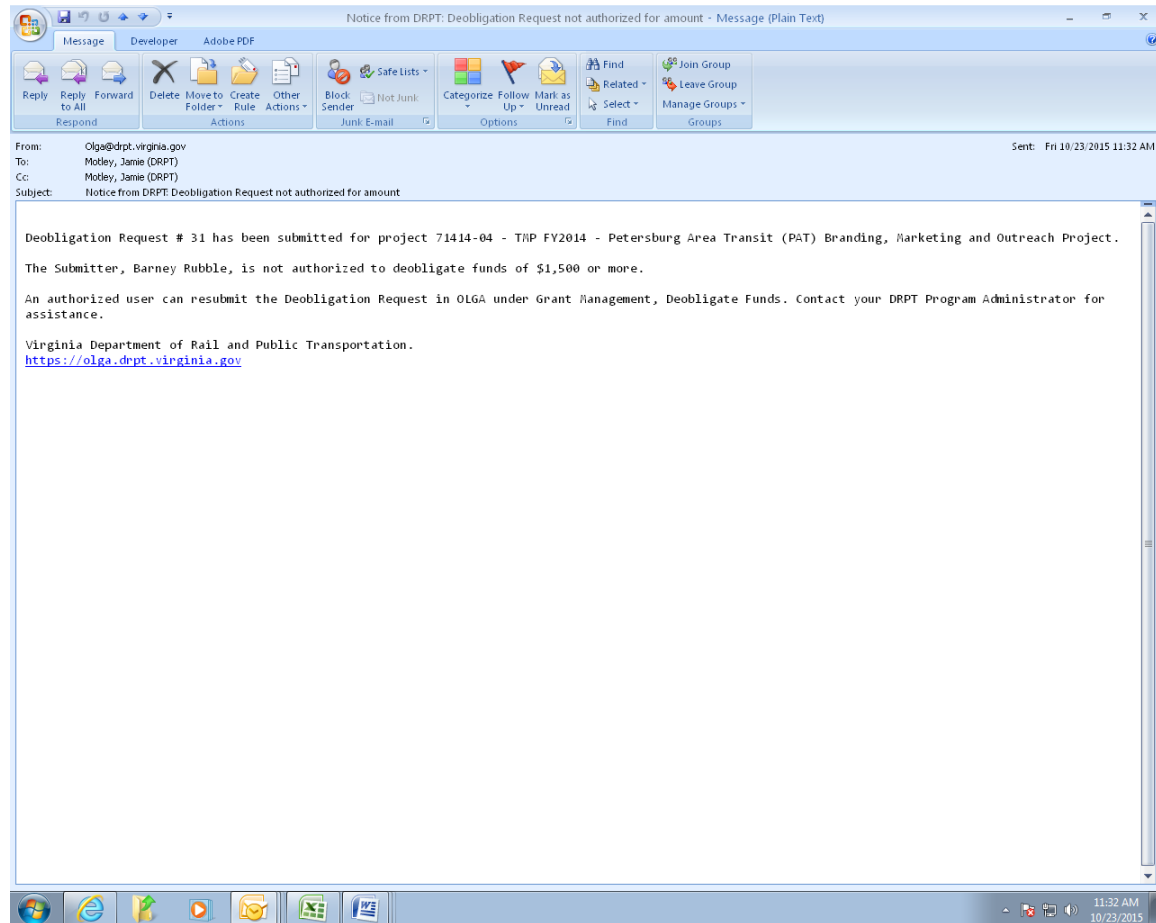
Here is a sample of the e-mail you should receive. There are several ways to submit the request appropriately.

- Your Master User can change your authority
- You can have someone else with the appropriate authority Resubmit the Deobligation Request
- This also goes on a Report in DRPT's Internal System and your Program Administrator will contact you

I have logged back into OLGA as Fred Flinstone who has the authority to deobligate funds over $1,499. Select the Resubmit button and you will see the following screen.

You will notice that when Yes is selected there is no message that Fred does not have the authority to deobligate these funds. Select Yes and Submit and you will see the following screen.

The request has now been properly submitted as there is no Resubmit button.